



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
**2024-2025 STUDENT RISK ASSESSMENT PROCEDURES FOR
SUICIDE, HARM TO SELF, AND/OR HARM TO OTHERS**



Role of ALL District Staff (including all district-contracted partners)

Any staff who are concerned that a student is showing warning signs of potential suicide risk, self-injury and/or harm to others, **must immediately contact the school administrator or designee. No staff shall wait to report safety concerns; they must be reported to the school administrator immediately in the moment that they are expressed.** *Always take signs of harm to self and/or others including suicidal feelings, thoughts, behaviors, or plans very seriously. Potential signs may include verbal statements, written content, artistic expressions, social media postings, etc.*

For IMINENT Safety Risk (Student is Actively Attempting Suicide or Engaging in Suicidal Behavior/Self-Injury):

- During the SCHOOL DAY do the following:
 - a. Call 911 if a student has immediate Plan for Suicide/Self Injury or Recent attempt of self harm or suicided
- OR -
 - b. Contact parent/caregiver to immediately transport student to a hospital or mental health treatment center. If parent/caregiver can't be reached, contact law enforcement for transport support (request the "Mobile Crisis Response Team" if available).
- AFTER HOURS:
 - a. Staff must provide crisis hotline numbers to the student and contact the parent/caregiver. If a safe adult cannot be reached, call Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check. [Click here for Mental Health Crisis Resources](#) [it may be helpful to print several copies of this resource and have them ready to hand to students/families].
- During EXPANDED LEARNING:
 - a. After 4:00 PM, Expanded Learning Program staff will contact their assigned SCUSD Youth Development (YD) Area Specialist. The YD Area Specialist will identify the SCUSD mental health professional who will conduct the suicide risk assessment.

Procedure for IMMEDIATE Assessment (Student is or may be thinking about suicide or self-harm):

1. Keep student under constant adult supervision until the District-adopted risk assessment tool has been completed. Staff must not release a student exhibiting potential suicide risk without a safety assessment and/or consultation with a trained district employed mental health professional.
2. The school administrator or designee shall immediately contact a District-employed Risk Assessment Staff (RAS; i.e. school counselor, nurse, psychologist, social worker, or mental health specialist). *Only a Risk Assessment Staff trained in the District-approved suicide risk assessment tool may complete a suicide risk assessment.*
3. If no Risk Assessment Staff is available at the school site, the principal or designee will contact the Student Support & Health Services Staff (in the order listed below) to identify



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someone to complete the assessment. **CALL/TEXT ONLY - DO NOT EMAIL:**

- Liz Sterba: 916-826-3050
- Jacqueline Garner: 916-752-3353

4. In the event that a parent/caregiver wants to remove the student prior to completion of an assessment, or if the parent/caregiver refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the removal/refusal to the school administrator or designee and assess whether mandated reporting requirements require a referral to child protective services and/or law enforcement.
5. Staff will maintain confidentiality of the student as appropriate prior to, during, and after suicide risk assessment process. Information regarding student mental health shall only be shared as is necessary for the safety of the student (i.e. school administrator, district mental health professional, parent/guardian/caregiver). *Do not share with staff where it is not relevant or in the best interest of the student.*

Role of SCUSD Risk Assessment Staff (RAS)

Harm to Self Assessment Protocol:

The RAS completes and documents all parts of a suicide risk assessment, which include the following steps:

1. Discuss confidentiality and its limits with the student, including requirement to disclose outcome of assessment and next steps with family, if safe.
2. Administer the District-approved suicide risk assessment tool.
3. Safety Plan with the student (if appropriate)
 - a. If the student discloses *any* suicidal or self-harm ideation, thoughts, or behaviors/past behaviors, RAS must discuss and develop a safety plan with the student. If assessment is conducted virtually and based upon the developmental and language capacity of the student, the student will be asked to write a safety plan out in their current location and show the final document on the screen and/or send a photo of the plan after safety planning has been conducted. RAS will simultaneously fill out the Safety Plan form to document the agreed upon procedure. Safety plans should include local mental health crisis resources [it may be helpful to print several copies of this resource and have them ready to hand to students/families].
4. Contact the Parent/Caregiver (or CPS Report if unsafe to inform family)
 - a. If it is safe to disclose to parent/caregiver, regardless of identified risk level, the RAS must inform the student's parent/caregiver of the outcome of the assessment and safety plan for the student. Both the student and parent/caregiver will, at a minimum, be provided with local mental health crisis



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[resources.](#)

- b. If it is safe to disclose to parent/caregiver and student is assessed to be at “High” risk of suicide or self-injury, the RAS must ensure the student remains supervised, or if the student is in independent study will attempt to remain in tele-contact, until an adult is present to assist with obtaining emergency mental health care for further assessment (e.g. parent/caregiver will accompany student to ER/Mental Health Urgent Care Clinic, or call 911).
 - i. In the event that a parent/caregiver refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the refusal to the school administrator or designee and determine whether mandated reporting requirements require a referral to child protective services and/or law enforcement.
 - c. If it is not safe to disclose to parent/caregiver no disclosure shall be made. No disclosure will be made to the parent/caregiver when there is reasonable cause to believe that the disclosure would result in a clear and present danger to the health, safety, or welfare of the student. In the case of no disclosure to parent/caregiver, the RAS should consult with another trained District Risk Assessment Staff, and must report safety/welfare concerns to child protective services and/or law enforcement. Documentation of this decision should be made on the Disposition Summary form as well as following the RAS’ own department’s documentation procedures.
5. Complete the [Disposition Summary Form](#)
 6. Document of actions taken per assigned department’s policies and procedures
 - a. Send all completed paperwork to the District email address at: safety-assessment@scusd.edu (put “CONFIDENTIAL” in the subject line); or intra-district mail to SSHS / Box 708.
- AND -
 - b. Document in Infinite Campus under Counseling - General - Contact Log - in “details section write “*Assessment #4*”
 7. Provide postvention/re-entry support as needed
Any student assessed as “Moderate” or “High” risk are to be provided postvention/re-entry supports, including:
 - a. If the student will miss school for follow-up support, inform the site administrator and student’s teacher(s) about possible absences, while maintaining student confidentiality:
 - i. Encourage accommodations for the student to be excused from missed assignments, or at a minimum be allowed to make up work (make up assignments may add stress to the student);
 - b. If the student has not been linked to mental health services in the community, the District employed RAS will work with parent/caregiver to link the student.



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- c. Obtain a written release of information signed by parents/caregivers to coordinate care with treating providers, if possible;
- d. Determine if the student's condition warrants ongoing school-based support with a referral for COST/Student Support Center, Student Study/Success Team (SST) meeting, a 504 Accommodation Plan or for Special Education Services/Individual Education Plan (IEP).

Special Circumstances

- Student Declines/Refuses to Participate in Assessment
Should the student decline or refuse to participate in the assessment, the RAS must immediately contact parent/caregiver to: 1) alert them to the safety concern and 2) request that they take the student to Mental Health Urgent Care or their nearest Emergency Department for assessment. Document the student's refusal and following communication with parent/guardian/caregiver, on the Disposition Summary form.
- Student is In Independent Study/Not In Person
If the RAS is not able to conduct the assessment with the student in person due to independent study, assessment is to be completed remotely (phone or video). Use contact information provided by the referring party. If none was provided, use contact information in Infinite Campus following the emergency priority listing.
- Student is Unreachable (ie: Absent from school when concern reported)
A minimum of three attempts should be made to reach the student or parent/caregiver, or other primary contacts listed in Infinite Campus. If unsuccessful the RAS will contact Law Enforcement and request the Mobile Crisis Response Team to complete a Welfare Check at the student's home.
 - Sample introduction when calling a parent/guardian/caregiver - "*I am (state name and role) and am calling regarding a safety concern about (insert student name). May I please speak with them briefly? I will follow up with you before I end our call.*"
 - Speak privately with the student (or parent/caregiver if student is unavailable). In the event that a parent/caregiver prevents the completion of an assessment, contact Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check.

Harm to Others Assessment Protocol:

Due to documented co-occurrence of suicidal ideation with harm to others ideation, a suicide risk ("Harm to Self") assessment will be completed with any student expressing or thought to be at risk of harming another person(s); the Safe Schools threat assessment for harm to others, however, will be completed by trained staff in the SCUSD Safe Schools Office once a suicide risk assessment is completed, not the RAS.

1. Complete steps one through three in the Harm to Self Assessment Protocol above.



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Though the student may have been sent for concern about harm to *others*, explain to them that we always ask questions about personal safety when talking about the safety of others. Ensure that you speak with the student about confidentiality and its limits prior to administering the District-approved suicide risk assessment tool.

- a. If the student assesses at high risk, follow Step 4b above, before proceeding.
2. Gather information about the concern of harm to others. Ask the student about:
 - a. Who they want to harm;
 - b. Why they want to harm them;
 - c. How they plan to harm them; and
 - d. Whether they have access and/or intention to carry out their plan
3. Call AND text Ray Lozada, SCUSD Safe Schools Office Director (916-549-6899) to request a Threat Assessment. Share relevant information about the outcome of the suicide risk assessment, and the information gathered about harm to others, so he can determine next steps.
4. Notify the site administrator that you have communicated with Safe Schools.
5. Remain with the student until a Safe Schools team member arrives, and speaks with the student.
6. Once the Safe Schools team has completed their assessment, collaborate with them on who will contact the parent/caregiver (or CPS if unsafe), as well as next steps.

The RAS must complete a Harm to Self assessment - steps one through seven above - in **ALL** cases where a student is referred for **ANY** safety concern. Specifically for safety concerns related to Harm to Others, once steps 1-7 above are completed refer the student to SCUSD Safe Schools Office Director, Ray Lozada (916-549-6899) for a Threat Assessment. In addition the RAS will also make all reasonable attempts to ensure that the school administrator is made aware of the outreach to Safe Schools.

** A Risk Assessment Staff (RAS) is defined as any SCUSD staff member who has training in a mental health-related field and is serving in a District position related or adjacent to mental health. This includes all School Counselors, School Nurses, School Psychologists, School Social Workers, Specialist II, Mental Health or Coordinator I, Mental Health. Per District policy these staff must be trained in the SCUSD assessment process and procedures in order to be eligible to conduct assessments.*

For information contact Liz Sterba: elizabeth-sterba@scusd.edu or 916-826-3050.